

FINANCE & APPROPRIATIONS
COMMITTEE

COMMITTEE ROOM – December 13, 2004
2:00 P. M.

PRESENT: Hons. Bob Young, Mayor; Beard, Co-Chairman; Grantham and Williams, members; Fred Russell, Interim Administrator; Sandy Wright, Risk Management; Ron Crowden, Fleet Manager; Steve Shepard, Attorney; Mark Johnson, Solid Waste Manager; Lena Bonner, Clerk of Commission.

ABSENT: Hon. Boyles, Chairman.

ADDENDUM AGENDA:

ADDITIONS TO THE AGENDA:

1. **Report back on safety performance for 2004 comparing statistics from 2001-2004 listed by department, type of injury and cost of claim associated with injury and lost work day, medical treatment cases, restricted duty cases in each year. Review of current safety program and program review for 2005 as well as staff goals for reduction of on the job injuries for 2005. (Requested by Commissioner Cheek)**
2. **Report back on energy conservation plan as well as other utilities including fuel by department, facility, and work section. Comparison of cost from 2001-2004. Comparison of units used BTUs, Therms, etc. Spread sheet form. Review of current energy conservation program and program review for 2005 as well as staff goals for reduction of energy consumed for 2005. (Requested by Commissioner Cheek)**
3. **Report on fleet utilization comparing total number of cars and trucks in fleet from 2001-2004, total number of vehicles taken home by department, justification for take home, number of administrative staff taking vehicles home compared to total number of call ins that have occurred in 2003 and 2004 by those employees. Review of fleet fuel conservation plan both existing and plan for 2005. (Requested by Commissioner Cheek)**
4. **Review City's Reduction of Force (RIF) policy and planned required notice to employees for RIF. What are the requirements for notice (total days)?**
 - **What separation packages will be offered?**
 - **Will there be job placement assistance?**
 - **Will there be retraining offered to RIFed employees?****(Requested by Commissioner Cheek)**
5. **Status report on career ladder implementation in departments. (Requested by Commissioner Cheek)**
6. **Status report on new employee manual – how long have we been working on it?, when can we expect to see a copy of the proposed new revision? and are new employees provided with a copy and is one available on line? (Requested by Commissioner Cheek)**
7. **Status of Augusta's Total Quality Program and program goals for 2005. (Requested by Commissioner Cheek)**

Mr. Grantham: I'm going to make a motion that we add and direct the request from Commissioner Cheek to our Administrator for the additions on the agenda.

Mr. Williams: I second it.

Mr. Russell: Some of these items may require a little more work so we'll be happy to get these back as soon as we can.

Mr. Grantham: Why don't you just report back as to when you can get them to us?

Mr. Russell: All right.

12. Consider a request from Universal Ministries Christian Fellowship for an abatement of 2004 taxes on property located on Highway 56.

The Clerk: Item 12 has been asked to be deleted by the petitioner.

It was the consensus of the committee that Item 12 be deleted.

CONSENT AGENDA ITEMS:

7. Consider a request from the Mayor's Office to reorder 1000 Mayor's Office pins from The Pin Center in the total amount of \$2,140.00 and charge to the Promotional Account.

The Clerk: If we could also purchase pins for the Commission as well.

It was the consensus that pins also be purchased for the Commission.

8. Consider a request from the Mayor's Office to order 100 frames for certificates from Augusta Art & Frame Shop in the total amount of \$1,300.00 and charge to the Promotional Account.

9. Discussion: Consider approving gas reimbursement at \$.345 per mile or applicable reimbursement rate in lieu of \$2700 per year auto allowance and \$.08 per mile. This would become effective January 1, 2005 and apply to the inspectors in the Building Division, License & Inspection Department. (See background information under Item 3 on Public Services agenda)

11. Approve funding for November 23, 2004 General Election Run-off.

14. Approve additional funding for November 2, 2004 General Election.

Mr. Williams: So move.

Mr. Grantham: Second.

Motion adopted unanimously.

1. **Approve property insurance coverage for 2005 offered through Affiliated FM Insurance Company for a premium of \$202,369 plus engineering fee of \$5,700 (one time charge) on a \$50,000 deductible policy.**

Mr. Grantham: I make a motion that we approve.

Mr. Williams: Second.

Motion adopted unanimously.

2. **Approve the acquisition of One (1) Ford Expedition for the Augusta Regional Airport Fire Department for \$27,387.00 from Bobby Jones Ford of Augusta, Georgia. (lowest bid package for Bid 04-115).**

Mr. Grantham: I make a motion to approve number 2.

Mr. Williams: I second.

Motion adopted unanimously.

3. **Approve the acquisition of a 24-month Golf Cart Lease for the Recreation Department – Augusta Municipal Golf Course Division from E-Z-Go Corporation of Augusta, Georgia for \$73,920.00 (lowest bid offer on Bid 04-147).**

Mr. Crowden: This is a renewal of the current lease.

Mr. Grantham: I make a motion we approve.

Mr. Williams: Second.

Mr. Grantham: I'd also like to know if we're charging for the green fee at the same time we're charging for the carts. I think that is not the case in a lot of rounds that are being played up there.

Mr. Russell: Let me suggest that we go ahead and consider the lease for the next Commission meeting and that we try to have a report on that for you.

Motion adopted unanimously.

4. **Approve the acquisition of One (1) Portable Organic Screener for the Public Works Department – Solid Waste Division from Erin Recycling Solutions of Portland, Maine for \$197,130.00 (lowest bid offer on Bid 04-145).**
5. **Approve the acquisition of One (1) Portable Waste Recycler for the Public Works Department – Solid Waste Division from Pioneer Machinery Company of Gainesville, Georgia for \$409,827.00 (lowest bid on Bid 04-144).**

Mr. Williams: I'm going to make a motion that we approve both 4 and 5.

Mr. Grantham: I'll second the motion.

Motion adopted unanimously.

6. **Consider a request from the Augusta Metro Chamber of Commerce for funding in the amount of \$10,000 for the Augusta Day activities at the General Assembly.**

Mr. Grantham: I'll put it in the form of a motion that we give them half of that.

Mr. Williams: I'll second that.

Motion adopted unanimously.

10. **Approve the acquisition of Three (3) Compact Pickup Trucks for the Utilities Department – Administration Division for \$17,765.25 each from Bobby Jones Ford of Augusta, Georgia (lowest bid package for Bid 04-120)**

Mr. Grantham: I would be in favor of this but I know we don't have enough votes to carry it.

It was the consensus of the committee that this be referred to the full Commission with no recommendation.

13. **Approve a budget amendment to increase the Landfill's vehicle cost allocation by \$130,000 from contingency funds.**

Mr. Crowden: They were underbudgeted on this. They should have been budgeted around \$300,000 and we budgeted them about half of that.

Mr. Grantham: I'm going to make a motion that we approve it.

Mr. Williams: I'll second it.

Motion adopted unanimously.

15. **Consider a request from Tabernacle Baptist Church for city sponsorship of a scholarship to assist members of Tabernacle who are pursuing an undergraduate degree at a college or university. (Requested by Mayor Young)**

Mr. Grantham: I'm going to make a motion to deny it.

Mr. Williams: Second.

Motion adopted unanimously.

ADJOURNMENT: There being no further business, the meeting was adjourned.

Lena J. Bonner
Clerk of Commission

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